



STATE OF WASHINGTON
OFFICE OF FINANCIAL MANAGEMENT

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TO: Agency Budget Officers
Agency Human Resources Managers
Agency Payroll Managers

FROM: Pam Davidson, Senior Budget Assistant to the Governor
Office of Financial Management Budget Division

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Office of Financial Management Labor Relations Office

SUBJECT: BARGAINING UNIT CORRECTIONS IN HRISD (General Government Agencies Only)

In preparation for the next collective bargaining negotiations and the 2007-09 Biennial Budget, the Office of Financial Management (OFM) is checking the accuracy of bargaining unit coding in HRISD. During our review, we noted that there are some agencies that need to make corrections to their coding. While not all agencies are in need of corrections, we are sending this memo to all agencies so that you are aware of some of the data issues we are finding. We do this to make you aware of what to keep in mind if you have changes in your bargaining units in the future that affect coding.

Some of the common errors that were noticed were:

- Bargaining unit field was left blank; if employees are not represented under PSRA of 2002, they should be coded 00. If units decertify, employees must be recoded as 00 non-represented.
- Non-represented employees were incorrectly coded in valid represented bargaining units. Some of these employees were in positions with job class codes beginning with B, EX, WMS and EMS. All of these types of positions are not represented and should be coded 00.
- Also, a reminder to maintain bargaining units as they may go from one unit to another or they change from represented to non-represented.

As you may be aware, agencies will take an extract from HRISD in October 2005 and load it into the Salary Project System (SPS). They will then have the opportunity to add or delete positions to match as closely as possible the annual average 2007-09 FTE Level at Maintenance Level.

Agencies will then be asked to release this data to OFM sometime in November 2005. This information will be used for the compensation projections affecting salaries, state employee health insurance and pensions. The same data will be used for both collective bargaining and for budget development in order to ensure consistency between the calculations. If the erroneous coding is not corrected in HRISD prior to the October SPS extract, it will need to be changed in both SPS and HRISD later.

Further instructions on this data collection process will be send to agency budget officers in the fall.

If you have questions regarding this process, please contact:

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